

Workshops

January 2015

★ **Spanish Fork Employment Center**
1185 N. Chappel Dr. • Spanish Fork
801-794-6627 - Noelle Leiser

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
January 5 January 20	10:00 AM–12:00 PM 1:00 PM–3:00 PM
INTERVIEWING SKILLS:	
January 7 January 26	10:00 AM–12:00 PM 1:00 PM–3:00 PM
JOB SEARCHING WITH TECHNOLOGY:	
January 12 January 29	1:30 PM–3:00 PM 10:30 AM–12:00 PM
NETWORKING STRATEGIES:	
January 8 January 22	10:00 AM–11:30 AM 1:30 PM–3:00 PM
*SKILLS IDENTIFICATION:	
January 13	2:00 AM–3:00 PM
EMPLOYMENT ESSENTIALS:	
January 9 January 30	9:00 AM–12:00 PM 9:00 AM–12:00 PM
*LINKEDIN #1:	
January 15	10:00 AM–12:00 PM
JOB LINK	
January 8 January 15 January 22 January 29	9:00 AM–10:00 AM 9:00 AM–10:00 AM 9:00 AM–10:00 AM 9:00 AM–10:00 AM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

SKILLS IDENTIFICATION:
 Use online tools to discover transferable skills and interests that you can use in all aspects of career management.
**Register first at jobs.utah.gov.*

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.
**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

JOB LINK: Build your search network, learn job search strategies and get job search support.

continued

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
January 27	10:00 AM–12:00 AM
ASSERTIVE COMMUNICATION	
January 14	2:00 PM–3:00 PM
WORK SUCCESS ORIENTATION - OPEN:	
January 5	8:30 AM–9:00 AM
January 12	8:30 AM–9:00 AM
January 20	8:30 AM–9:00 AM
January 26	8:30 AM–9:00 AM

BUDGETING AND REBUILDING YOUR FINANCES: Learn how to budget, save, repay debt and build credit.

ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

WORK SUCCESS ORIENTATION - OPEN: Orientation for customers who wish to participate in our intensive 2-4 week job search program, Work Success. Public welcome.

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